

# BEST ADMINISTRATIVE PRACTICES DURING COVID-19 PANDEMIC

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## I. Office Guidelines - “Adapted Administrative Operations”

A balance must be achieved between the maintenance of essential services for the Cree Nation and the maintenance of social distancing and precautionary measures.

The Government of Quebec has issued a decree on the “Essential Services” which has been adapted to reflect the realities of Eeyou Istchee, a copy of which is attached hereto. The Government functions of Regional and Local Governments are very important components of Essential services. The service industry, food, fuel, distribution of goods are also very important at this time.

All workers or services that can be provided remotely are encouraged to continue doing so.

### 1. Directions to staff

All staff should be instructed to practice basic hygienic and physical distancing measures:

- Remaining 2 metres or 6 feet from individuals not living under the same roof
- Washing hands frequently, particularly before and after eating, going to the bathroom, touching individuals, etc.
- Coughing or sneezing into our sleeve or in a tissue, (discarded in a closed garbage can)

### 2. Screening staff

Unless an employee meets one of the following conditions there is nothing to prevent them from coming to work:

- a) Has symptoms of a fever, coughing, difficulty breathing, sudden loss of taste or smell; (they should consult the clinic)
- b) Has travelled outside Eeyou Istchee or to an [Area of Risk](#) within the last 14 days; (they should stay home and call the clinic if they have symptoms)
- c) Has been in contact with someone confirmed of having COVID19; (they should stay home and call the clinic)
- d) Awaiting test results to determine if they have COVID-19. (they should stay home and follow instructions)

### 3. Hygiene and environmental management

Hygiene is one of the simplest and most efficient measures for controlling the propagation of COVID-19. The following are practices beyond the normal measures taken in the management of administrative offices.

*a) Increase in cleaning services*

Having cleaning services doubled daily would increase the ability to control COVID-19. Having cleaning crews come in at noon to wipe and disinfect surfaces, especially high-traffic common areas, instead of only doing it at the end of the day would increase the cleanliness and assist in reminding people of the importance of cleanliness today. Cleaning staff need to ensure use of proper equipment such as gloves, but masks are not necessary.

*b) Washing and sanitization stations*

Washing hands remains the simplest and most effective measure for preventing the spread of COVID-19. It is therefore imperative that soap, water and disposable towels be made available in restrooms. Administrations should provide additional washing stations if possible. It is also better to dry hands with disposable towels rather than air dryers. Alcohol-based hand sanitization stations are also useful in the same manner.

*c) Water Fountains*

Water fountains in office and facilities should be disabled as a potential source of germs. This measure does not apply to stations for filling water bottles.

4. Physical Distancing

*a) Staggering Office hours/shifts*

Staggering times when staff come to the office will alleviate traffic and the concentration of personnel. Employers should consider staggering times of the day or days of the week when staff would be expected to come into work. Work stations and desks should be arranged to allow 2 metres between all workers who are not living under the same roof.

*b) Management of Services and Meetings*

- a. Limiting Access to Office: Notices should be placed on public entrances: “Meetings and Services are Delivered by Appointment Only”
- b. Directive on Management of Services: Staff should be directed to the greatest extent possible to manage appointments, meetings and consultations through telephone or videoconference communications.

5. Children in the workplace

The preference is to avoid having children in the workplace considering the challenge that they add to the need to keep workplaces particularly hygienic during these critical times. The following measures should be considered:

- a) Child Care Centres and Schools are required to maintain services for the children of employees that fall under Essential Services (please see “Essential Services – Bulletin”);

- b) When possible, employers should allow employees to work from home if they are unable to secure childcare services, family or friends that can watch over the children;

## II. LOCAL BUSINESSES

It is imperative that measures be put in place to support as many local businesses as possible such as gas stations, grocery stores, convenience stores or restaurants. There are many outside frontline essential workers in our communities that rely on these services and cannot function without them.

### 1. Management of Capacity

Business establishments need to be careful to limit the number of customers that enter facilities to prevent the inadvertent accumulation of crowds or groups. If necessary, measures should be instituted to ensure that less than one half ( $\frac{1}{2}$ ) of the normal capacity of a space is not exceeded. It is imperative to ensure that this space is available to assist community members to practice physical distancing (2 metres).

### 2. Management of Client Distances

Using Tape or Markings on the floor to assist clients to keep a safe distance (2 metres) from one another when in line at the cashier's counter is a very useful measure.

### 3. Hours of Operations

All businesses will have to close on Sundays with the exception of gas stations, convenience stores, pharmacies and take-out orders from restaurants. This measure is to ensure that staff are rested during these very difficult times and to give facilities the opportunity to perform the required deep cleanings.

### 4. Authorization to Limit Purchases when Required

There is no reason to be concerned on the supply of goods to the stores in Eeyou Istchee. That being said, there are businesses in the South which are experiencing "panic shopping" and the irrational depletion of resources. It is important that this not be allowed to go unchecked in stores in Eeyou Istchee. Store managers must be ready to exercise their authority to limit the number of purchases of an item per customer should the need arise. For example, one package of toilet paper per customer.

### 5. Restaurants

- a) Restaurants have been closed in larger cities in Quebec, however there are often many more options in larger cities for people who depend on outside sources for meals. It is not justified at this time, nor is it considered advisable to completely close restaurant services in Eeyou Istchee, but rather to favor the provision of delivery or pick-up services until further notice as per the [Deconfinement Plan](#).

### 6. Homemade Take Out Plates

The Public should be made aware that although the "Homemade Take Out Plates" are important components of the local economy, they represent a significant risk to the propagation of the COVID-19 as the preparation of the food is not regulated and contamination by the virus would have very serious consequences.

### III. Community Points of Entry

#### 1. Airports

It should be assumed that considering the warnings that are being issued by all governments that the travelling that is happening through our airports is not for tourism or casual purposes but is necessary. As operators responsible for the continuing functioning of the airports there are measures that can be taken:

- a) Increasing cleaning services to be carried out before and after flights and charters versus only once per day;
- b) The maintenance and stocking of proper hand washing facilities;
- c) The distribution of “Community Entrance Advisory” for those coming into the community and “Travel Advisories” for those leaving the community.

#### 2. Access Roads

Caution must be exercised in managing any controls, restriction or other administrative action on the access roads that lead to the communities of Eeyou Istchee. Any disruption or interference with traffic unless it is absolutely warranted could have a very negative effect on the ability to maintain calm in the community or the maintenance and delivery of critical goods and services to the community.

#### Local Check Points

It is not deemed necessary to strictly control traffic but rather ensure that travelers are properly informed when traversing points of entries of our communities. Travelers leaving the communities should receive the “Travel Advisory” and other message developed by local councils. Travelers arriving in the communities should receive the “Community Entrance Advisory” to ensure they understand what is expected from them to protect community members. Consulting local restrictions before traveling is highly recommended.

*\*Current Community Entrance Advisory and Travel Advisory documents are available through your local Public Safety Office (PSO).*